



Administrative Regulations

South San Antonio Independent School District

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Child Nutrition Services- Food Donations – 2023	

FOOD DONATIONS

If food from a meal or snack service is leftover and cannot be used for another meal service, the food may be donated. Donation Agreement When an SNP donates leftover food to a nonprofit, the CE should create an agreement that provides guidelines for food transfers and food holding and storage.

Types of Donated Food Donations may include:

- unserved food that is packaged on campus and has not been removed from the campus cafeteria.
- packaged served food if the packaging and food are in good condition.
- whole, uncut produce; and wrapped raw produce. CEs must follow all applicable local, state, and federal food safety regulations for handling and storing donated foods.

Approved food items are sorted and donated by the cafeteria manager. The school counselor or designee appointed by campus administration is responsible for the scheduling, monitoring, distributing, and storage of donated food items. The cafeteria manager will fill out a donation log (CO – EXHIBIT) and the designee will sign when they receive the donated food. The designee will be responsible to make sure all food safety concerns are met. The designee must complete the registration process with Nutrition Services and obtain a Food Handler’s License.

The Campus Food Pantry must be in a designated location on the campus that is safe for holding food items.

NON PROFIT ORGANIZATIONS

When an official of a nonprofit organization is directly affiliated with the District, campus, including an administrator, a teacher, school counselor, or parent of a student enrolled at the campus, the campus may elect to donate food to the nonprofit organization. Permission to donate food will be granted through a memorandum of understanding (MOU) with the nonprofit organization and the District.

The food donated by the campus to the nonprofit organization may include:

- Non-perishable foods
- Surplus food prepared for breakfast, lunch, or dinner meals or a snack to be served at the campus cafeteria, subject to all applicable local, state, and federal requirements. Surplus food will not be intentionally prepared to support the donation program; or



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- Food donated to the campus as the result of a food drive or similar event.

The food that will be donated may include the following:

- Packaged or unpackaged unserved food;
- Packaged served food if the packaging is in good condition;
- Whole, uncut produce;
- Wrapped raw produce; and
- Unpeeled fruit that is required to be peeled before consumption.

The MOU will address procedures regarding notification to students and/or community members about the program and distribution of food to students. The nonprofit will work with the District administrators or campus principal to establish where food may be stored on the campus and the times and locations when food may be distributed on the campus.

The District will follow all applicable local, state, and federal food safety regulations for handling and storing donated food. Temporary storage of food in school nutrition program equipment or facilities will be in accordance with school nutrition program guidelines.

A campus employee may volunteer to assist the nonprofit organization in preparing and/or distributing the food. The employee must obtain permission from the employee's supervisor if these activities occur during the employee's regularly scheduled working hours.

The employee will not be able to charge time to the school nutrition program when identifying and organizing food items to be donated. The employee may not charge time to the school nutrition program when performing operational tasks for the food donation program. In addition, the employee volunteer may not take food for personal use.

Food distributed at the District food pantry is on a first come, first served basis.